



# United States Department of the Interior

## FISH AND WILDLIFE SERVICE Mountain-Prairie Region



IN REPLY REFER TO:

BA/HR/DCR  
Mail Stop 60185

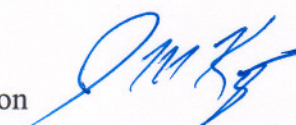
MAILING ADDRESS:  
Post Office Box 25486  
Denver Federal Center  
Denver, Colorado 80225-0486

STREET LOCATION:  
134 Union Blvd.  
Lakewood, Colorado 80228-1807

**MAY 02 2006**

### Memorandum

To: All Employees, Mountain-Prairie Region

From: Regional Director, Mountain-Prairie Region 

Subject: Equal Employment Opportunity Anti-Discrimination and Harassment Policy Statement

This memorandum emphasizes my personal commitment to achieve equal employment opportunity (EEO) for every employee of the Mountain-Prairie Region and a work force that is reflective of the diversity of the Nation's population. As the new Regional Director, I am committed to ensuring that every employee is provided a work environment free from discrimination and harassment. It is my firm commitment to all employees that any unlawful discrimination within the Region will not be tolerated.

I am committed to achieving excellence in EEO within the Region and ensuring that employment decisions and/or personnel actions are administered fairly, equitably, and in compliance with the Federal regulations, governing EEO, and personnel management.

It is the responsibility of managers, supervisors, and employees to support the EEO program principles; create a positive environment for a multicultural work force; maintain a workplace free from discrimination and harassment in practices and policies; and attempt resolution of any form of discrimination and harassment.

Discrimination is defined as disparate treatment of an adverse nature towards an employee, applicant for employment, or beneficiary based on race, color, religion, age, sex, national origin, physical or mental disability, reprisal, sexual orientation, sexual harassment, or genetic information.

Harassment is defined as abusive words or phrases; slurs or negative stereotyping; threatening, intimidating or hostile acts; put-down jokes; written or graphic material that shows hostility or aversion to an individual or group.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that results in discrimination and/or a hostile work

environment. Sexual harassment involves influencing, offering to influence, or threatening the career, pay, or job of an individual in exchange for sexual favors.

Any person who believes (s)he has been discriminated against should contact an EEO Counselor within 45 calendar days of the alleged incident before filing a formal complaint. Employees who believe there may be discrimination against them are encouraged to communicate their concerns to the offending party and/or their supervisor in attempts to resolve the situation creating concern. If this is not possible or the situation does not improve, they should contact the Office of Diversity and Civil Rights and speak to an EEO Counselor. For detailed information on the EEO complaint process, please visit the website at <http://mountain-prairie.fws.gov/dcr/>.

All managers and supervisors must be alert to issues which might result in allegations of discrimination and harassment. When discrimination or harassment is alleged, it is our policy to attempt to resolve the matter in a prompt and equitable manner. If conflicts arise, employees and managers must work together to resolve issues at early stages and seek assistance from an EEO Counselor in resolving concerns. Alternative Dispute Resolution may also be used to resolve complaints. All complainants are guaranteed freedom from reprisal.

I expect managers and supervisors to respond to complaints swiftly and appropriately, as they will be held accountable for taking steps to eliminate such behavior, and to ensure that the work environment is one where employees are treated fairly, respectfully and with human dignity. It is everyone's responsibility to perform official duties in a manner that maintains and fosters a non-hostile work environment in the work place, while on official travel, and at sanctioned social functions.

Director Hall recently issued his Policy on Equal Employment Opportunities and Inclusion, dated January 18, 2006, that emphasizes discrimination and harassment will not be tolerated. Any Service employee who is determined to have engaged in unlawful discriminatory practices, and any employee in a position of authority who fosters an environment that allows discriminatory practices to exist, will be subjected to the appropriate disciplinary actions.

The most valuable asset of our Region is our people. A successful Region is a cohesive one where all employees have mutual respect for each other's diversity and dignity. I thank you for your assistance in making the Mountain-Prairie Region the best place to work by supporting our EEO initiatives in the workplace.